

Conference Volunteer Instruction

Purpose: This instruction is to provide the “IM DATA” Big Data and AI Conference volunteers detailed information about the conference and their responsibilities.

- **Conference Schedule:**

Dec 6th: 8:00 AM – 9:00 PM
Dec 7th: 8:00 AM – 5:10 PM

- **Volunteers Schedule:**

Dec 6th:

07:15 AM – 12:05 PM	Session 1
12:10 PM – 01:10 PM	Lunch Break
01:15 PM – 05:00 PM	Session 2

Dec 7th:

07:15 AM – 12:40 PM	Session 1
12:40 PM – 01:40 PM	Lunch Break
01:40 PM – 05:10 PM	Session 2

Note: We will need some volunteers to meet on Dec 5th for the conference rehearsal.

- **Conference Location & parking:**

- Location:

Pasadena Convention Center, 300 E Green St, Pasadena, CA 91101

- Parking Info:

Parking is \$15 per car. Access the lot near the entrance on S. Marengo Avenue for the shortest walk to the venue. You can also access the lot from S. Euclid Avenue.

If you do not have your own mode of transportation, rideshare apps are recommended to get around Pasadena, CA. Once at the convention center, there is lots to explore in the neighborhood by foot.

- **Contact Information:**

Yula Guo is your contact for the volunteer information and can be reached at yulaguo@rmdslab.com or (323)599-3392

- **Volunteer Dress Code:**

- Business Casual:

Black pants preferred, No Jeans, Slippers, or Shorts

- Wear your badge all the times:

You are only issued one badge. If you take it home at night, remember to bring it back the next day.

- **Volunteer Duties:**

- ✚ Registration:

The primary responsibilities at the registration desk will include welcoming attendees and assisting with check-in, finding pre-prepared name badges to attendees, helping with walk-in attendees register and print their own name badges. During this process, keep smiling is important.

Remember: Attendees will expect you to have the answer to everything, so familiarize yourself with the conference agenda and room locations. Registration will be very busy, especially in the mornings.

Note: Volunteers who arrive early can be available to provide tours before the actual conference begins.

- ✚ Ushers/Greeters:

Ushers/Greeters play an important role in helping conference attendees locate meeting rooms. Ushers/Greeters will be assigned to specific locations within the Pasadena convention center. You will guide people in the direction of their sessions, point out where the restrooms are, where the refreshments are, and answer general questions about the conference.

Note: For this position, you will need to have a good understanding of the layout of the Pasadena convention center. Thus, it's beneficial for you to arrive early.

- ✚ Hospitality:

- Refreshment Stations:

Volunteers who are responsible for hospitality will need to be familiar with the locations of different refreshment stations, monitor the status of foods and drinks, clean up the table of refreshment stations.

- Conference Lunch:

We offer free lunchboxes for our conference, so we will need volunteers to monitor the status of lunchboxes like each attendee only has one lunchbox.

- ✚ Gifts (Giveaways) & Name Badges:

- One day before conference:

We will need volunteers to put all promotion items into tote bags and name cards into badges with lanyards.

- Two days conference:

We will need volunteers to give giveaways out after attendees finished registration.

Note: Each attendee only has one giveaway.

- ✚ Production & Stage Support:

- Before the session:

- a. Make sure the correct session name is posted on the door
 - b. Make sure the speakers have new water bottles
 - c. Make sure the PowerPoint of speakers is ready as well as the remote controller/Clicker
 - d. Move chairs or any items needed on stage
 - e. Remind speakers pay attention to the Timekeeper
- During the session:
 - a. As attendees enter the room, try to direct people to the front first. This keeps latecomers from disrupting the session.
 - b. During Q&A, we will need volunteer to deliver microphone to audience who would like to ask questions.
 - After the session:
 - We need volunteers to clean up the room for the next session.
- **Conference Volunteers Setting:**
This part includes estimated Roles, Numbers and Time Schedule.

1) Registration:

We have different attendees including Registered Attendees, Non-registered Attendees (including Walk-in), Speakers & Panelists, VIPs, Recruiters & Trade show attendees, Media, Attendees with disabilities.

➤ Day 1 (Dec 6th):

Time Schedule	No. of Volunteers	Roles
7:15 AM – 8:00 AM	All	<ul style="list-style-type: none"> • Get volunteers own name badges • Preparation: name badges, equipment set up
8:00 AM – 9:00 AM	At least 10	Registration Open
9:00 AM – 11:30 AM	Around 6	Registration Process
1:15 PM – 4:30 PM	Around 4	Registration Process

➤ Day 2 (Dec 7th):

(Note: Some attendees will forget to bring their own name badges, we need our volunteers to tell them go to the Non-registered Place)

Time Schedule	No. of Volunteers	Roles
7:15 AM – 8:00 AM	All	Preparation: name badges, equipment set up
8:00 AM – 9:00 AM	At least 10	Registration Open
9:00 AM – 12:40 AM	Around 6	Registration Process
1:40 PM – 4:30 PM	Around 4	Registration Process

2) Mainstage (Ballroom):

➤ Day 1 (Dec 6th):

Time Schedule	No. of Volunteers	Roles
9:00 AM – 12:05 AM	Around 4	a. Stage Support b. Microphone Control
1:15 PM – 4:45 PM	Around 4	a. Stage Support b. Microphone Deliver

➤ Day 2 (Dec 7th):

Time Schedule	No. of Volunteers	Roles
9:00 AM – 12:40 AM	Around 5	a. Stage Support (Data Science Competition Award Ceremony) b. Microphone Deliver
1:40 PM – 5:10 PM	Around 4	a. Stage Support b. Microphone Deliver

3) Hall A (Hackathon) on Dec 7th:

Time	Program
8:00 AM – 9:00 AM	Check-In
9:00 AM – 10:30 AM	Workshop
10:30 AM – 12:00 PM	Hacking
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 4:00 PM	Hacking
4:00 PM – 5:00 PM	Judging and Awards Ceremony

We will need 10 volunteers to be our Hackathon Teaching Assistant (TA). Thus, proficiency in Python is required. When teenagers have questions related to coding, TAs are able to help them.

4) We also have six different rooms such as Hall G, Hall H, Hall F, Storage Room, Media Room, and Exhibition Hall B. Each room we need around 2 volunteers. The schedule is same as the schedule of Mainstage.

Note:

One day before conference (Dec 5th), we will need at least 6 to 8 volunteers to set up giveaways' bags, organize badges as well as participate conference rehearsal. The more detailed information related Dec 5th we will give later.